

DEPARTMENT OF INTEGRATIVE BIOLOGY
GRADUATE STUDENT HANDBOOK
OKLAHOMA STATE UNIVERSITY

TABLE OF CONTENTS

- I. INTRODUCTION
- II. PROGRAM OVERVIEW
- III. ADMISSION REQUIREMENTS
- IV. DEGREE REQUIREMENTS
- V. SELECTION OF THESIS/DISSERTATION RESEARCH ADVISOR
- VI. THE ADVISORY COMMITTEE
- VII. THESIS/DISSERTATION DEFENSE
- VIII. PROGRAM POLICIES: ACADEMIC PERFORMANCE
- IX. PROGRAM POLICIES: INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES
- X. STUDENT CONDUCT AND CONFLICT RESOLUTION
- XI. APPEALS PROCESSES
- XII. ASSISTANTSHIP AND FELLOWSHIP POLICIES
- XIII. CRITICAL SKILLS ACQUISITION
- XIV. DEPARTMENT/COLLEGE/UNIVERSITY RESOURCES

APPENDICES

- APPENDIX A. SURVIVAL SKILLS FOR GRADUATE STUDENTS
- APPENDIX B. SAMPLE GRADUATE PROGRAM APPEALS PROCESS
- APPENDIX C. PROFESSIONAL SOCIETIES
- APPENDIX D. TRAVEL TO PROFESSIONAL MEETINGS

I. INTRODUCTION

Graduate school represents a new educational experience, and students are faced with a large amount of complex information. A graduate program's Handbook serves as a resource to help guide students through this experience. Handbooks describe expectations from the point of admission to degree completion and provide information about the program's policies and procedures. Graduate program handbooks must align with Oklahoma State University and OSU Graduate College policies. Because discipline norms may vary and in some cases the rules and policies of individual programs need to provide further restrictions than those of the Graduate College, a handbook for use by graduate students within each program is a necessity. The **IB Graduate Student Handbook** is a compilation of material that should serve as a useful resource for students and advisors.

Students will receive copies of the IB Graduate Student Handbook upon entry into our M.S. or Ph.D. Program, and this Handbook will be reviewed at least annually to ensure the accuracy of information provided to students entering the program.

Useful links:

- Graduate College webpage: <http://gradcollege.okstate.edu/>
- Integrative Biology webpage: <http://integrativebiology.okstate.edu/>
- OSU Guidelines for Best Practices in Graduate Education
<http://gradcollege.okstate.edu/best-practices>
 - Graduate Education Environment
 - Graduate Students
 - Graduate Faculty and Advisory Committees
 - Graduate Programs
 - Graduate College

II. PROGRAM OVERVIEW

The Department of Integrative Biology strives for excellence in basic and applied research and instruction in the broad, comprehensive field of integrative biology. The department currently has 24 regular faculty members, numerous active adjuncts and emeriti members, 670 undergraduates in the biology (including pre-healthcare and environmental biology options), zoology (with pre-med, ecology/conservation, and pre-vet options), and physiology majors (with a pre-med option), and over 70 graduate students (M.S. and Ph.D. degree programs). We prepare students for careers in academia, human and veterinary medicine, and professional disciplines that focus on the interaction between humans and the natural environment. Our overall goal is to produce graduates that (1) understand the core content of our discipline, (2) are competent in the research and communication skills necessary to share that knowledge, and (3) possess the career, social, and ethical awareness to remain lifelong learners who will appreciate, judge, and evaluate the role of scientific inquiry in society.

The Department of Integrative Biology takes an integrative approach to research in organismal biology, focusing on increasing our knowledge of organisms and their environments through studies ranging from the molecular to the ecosystem level. We have three inclusive areas of study, evolution, ecology, and environmental stress, which we define quite broadly. Among others, these areas include studies in conservation ecology, genomics, neuroscience, behavioral ecology, environmental toxicology, science education, systematics, ecosystem studies, and physiology. As a result of these diverse interests our faculty are funded through a variety of avenues including the National Science Foundation, U.S. Department of Agriculture, Environmental Protection Agency, National Institutes of Health, U. S. Fish and Wildlife Service, and many state agencies such as the Oklahoma Department of Wildlife Conservation. A necessity of our integrative approach involves collaborations with many other entities on campus such as Veterinary Medicine, Education, Natural Resources Management, and Engineering. The department also houses the Collection of Vertebrates and the Ecotoxicology and Water Quality Research Laboratory. Moreover, we have a close working relationship with other government and nongovernmental agencies/organizations housed in our building namely the USGS Cooperative Fish and Wildlife Research Unit and the GIS (Geographic Information Systems) group with the Playa Lakes Joint Venture.

Graduate students in our Programs:

- Will become competent in the core content knowledge of Integrative Biology;
- Will develop the critical thinking skills to remain lifelong learners and contributors to a scientifically literate society;
- Will develop the written and oral communication skills necessary to advance scientific knowledge;
- Will be prepared for careers in and outside of academia in disciplines that focus on the biological sciences and human interactions with the environment.

III. ADMISSION REQUIREMENTS

The following requirements apply to all of our graduate programs (M.S. – thesis, M.S. – report, Ph.D.)

Degree: B.A. or B.S. from an accredited college or university, typically within Biological Sciences or related field.

Course Work: Forty (40) semester hours (or equivalent) in upper division courses in biological and physical sciences. Students deficient in entrance requirements may be required to complete additional courses.

Grade-Point Average (GPA): A cumulative GPA of 3.00 or better in all undergraduate coursework is required for unconditional admission. A student with a cumulative GPA less than 3.00 may be considered for admission on academic probation. This requires that a student obtain an overall GPA of 3.0 or better in their first 9 hours of graduate coursework after which they are removed from academic probation. Students failing to meet this requirement may be dismissed from the Integrative Biology graduate program.

Graduate Record Examination (GRE) scores: Required minimum scores for entry into the Integrative Biology graduate program are: 150 on Verbal Reasoning (scale 130-170), 150 on Quantitative Reasoning (scale 130-170), and 4.5 on Analytical Writing (scale 0-6.0). Applicants failing to meet at least two of the minimum scores for the GRE may be considered for admission on academic probation (see above).

International Students: The Department follows the current Graduate College Policy regarding all requirements for international students as detailed on the Graduate College website (<http://gradcollege.okstate.edu/content/application-process-0>). These additional requirements primarily involve tests of proficiency in English, financial affidavits, and visas/associated immigration paperwork.

Procedures: Students interested in applying to the graduate program in Integrative Biology should do the following:

- Make contact with the Integrative Biology faculty member(s) with whom you might like to work to determine if they are accepting new graduate students. Students are not admitted into the Integrative Biology Graduate Program without a faculty advisor willing to accept them.
- Complete online application through the Graduate College (<https://gradcollege.okstate.edu/content/application-process-0>). This will include a goals statement, curriculum vitae, official transcripts from previous colleges/universities attended, official GRE scores, and three letters of recommendation from individuals familiar with the applicant's work and potential for success in graduate school.

Application Deadline: The deadline for receiving all application materials for admission in the fall semester is 1 February. Offers for teaching assistantships can begin 1 February but should be completed by 15 April. Applications received after the deadline can still be considered for acceptance, and research and teaching assistantships can still be offered if available, however submission of all materials prior to 1 February will guarantee that the applicant will receive full consideration. There is no formal application deadline for spring admission.

IV. DEGREE REQUIREMENTS

M.S. Degree Requirements (Thesis and Report options)

Credit Hour Requirements: Students may select a thesis or report option. The thesis option is more common and generally is recommended. The courses taken to fulfill degree credit hour requirements are listed on the Plan of Study (<https://gradcollege.okstate.edu/planofstudy>). The credit hour requirements for the thesis or report options are as follows:

Thesis option*:

1. A minimum total of 30 credit hours.
2. A minimum of 2 seminar classes.
3. A minimum of 6 hours of thesis (ZOOL 5000); hours of ZOOL 5000 beyond 6 will not count toward the total of 30.
4. A minimum of 15 hours of 5000 level courses or seminars, not including ZOOL 5000.

Report option*:

1. A minimum total of 32 credit hours.
2. A minimum of 2 seminar classes.
3. A minimum of 2 hours of thesis (ZOOL 5000); hours of ZOOL 5000 beyond 2 will not count toward the total of 32.
4. A minimum of 19 hours of 5000 level courses or seminars, not including ZOOL 5000.

*Graduate Teaching Assistants (GTAs) and Graduate Research Assistants (GRAs) must be enrolled in at least 6 credit hours (Fall and Spring) or 2 credit hours (Summer) while they are on assistantship. During the last semester of enrollment when the final defense is administered, students not on assistantships must enroll in at least 2 credit hours.

Advisory Committee: Before 12 months in residence, students must select an Advisory Committee. For students who enter the program during the summer, this 12-month duration starts in August with the beginning of the fall semester. For all other students this 12-month duration starts the first day of the semester in August or January, depending on when the student first started the program. Advisory Committees for M.S. students must consist of at least three members of the Graduate Faculty with at least one, the major advisor, from the Department. An adjunct faculty member in the Department can count as a Departmental member.

Advisory Committee Meetings: All graduate students will meet with their Advisory Committee at least once a year until completion of the degree. For students who enter the program during the summer, this 12-month duration starts in August with the beginning of the fall semester. For all other students this 12-month duration starts the first day of the semester in August or January, depending on when the student first started the program.

Plan of Study: A printout of the approved Plan of Study (the original is submitted electronically to the Graduate College here: <http://gradcollege.okstate.edu/planofstudy>) is to be placed in the student's graduate folder before 12 months in residence. For students who enter the program during the summer, this 12-month duration starts in August with the beginning of the fall semester. For all other students this 12-month duration starts the first day of the semester in August or January, depending on when the student first started the program.

Proposal and Thesis Requirements: The exact format of the project research proposal should be determined by the student and their Advisory Committee. However, at a minimum, the proposal should follow an NSF or EPA-style narrative that clearly explains the research problem to be addressed, provides a review of relevant literature to support the basis for the study, and provides an overview of general methodology. The proposal should not exceed 30 double-spaced pages, not including literature cited. Proposals are not required for the MS – report option; rather, the student and committee should come to a clearly defined agreement for the scope of the final report; such an agreement typically takes the form of an approved outline for the final report.

It is expected that students will prepare drafts of their research proposals to allow sufficient time for review and comment by the major advisor and Advisory Committee. It is also expected that faculty will review and return proposals to students in a timely fashion to allow the established deadlines for submission of the proposal to be met. Proposals should be completed within the first 12 months in residence.

Theses and Reports: Students who select the **thesis option** must write a thesis containing original research that is worthy of publication in a refereed journal(s) as determined by the student with the approval of his/her advisory committee. Students who select the **report option** must complete a written literature review (or similar) of some defined research field as agreed upon by the student and his/her advisory committee.

Graduate Student Folders: All graduate students will have folders (“departmental graduate folders”) held in the Integrative Biology office under the supervision of the Administrative Assistant. These folders will be used by the Graduate Committee as necessary to evaluate student progress in the graduate program and will include application materials (except letters of reference), administrative paperwork (e.g., tuition waiver forms), and the following materials to be placed into the folder by the student: training certificates (e.g., Responsible Conduct of Research, IACUC training), current transcripts (updated each semester in which courses are taken; unofficial printouts are acceptable), and as appropriate, the approved Plan of Study, signed research proposal, Admission to Doctoral Candidacy form, Results of the Doctoral Comprehensive Exam form, and any other indicators of progress the student wishes to add to the folder. Students may access their folder at any time by requesting it from the Administrative Assistant.

Annual Review of Graduate Students:

- All Integrative Biology graduate students will be reviewed annually by the Graduate Committee to track progress, ensure timely completion of program and degree requirements, and provide students with a mechanism of review that is efficient, relevant, and instructive.
- Annual review for all graduate students will cover the preceding calendar year (1 January – 31 December), regardless of when the student entered the Integrative Biology graduate program.
- All students will prepare their annual reviews by following the template provided in Appendix III of the Integrative Biology Policy and Procedures Manual (template also can be found as a link on the Department of Integrative Biology website, http://integrativebiology.okstate.edu/images/Annual_Review_of_Graduate_Students.pdf).

- **Annual reviews are due no later than the first day of classes each Spring semester.** They are to be submitted by email to the Graduate Coordinator and cc'd to the student's advisor and advisory committee; submitting the annual review in this fashion indicates that the advisor previously has seen and accepts the contents of the student's submitted annual review.
- The Graduate Committee will evaluate the annual reviews in a timely fashion to ensure satisfactory progress is being made and, in consultation with the student's graduate advisor, to call attention to achievements worthy of nomination for award/recognition or, when necessary, deficiencies in need of corrective action. Should corrective actions be required and not taken by the student, any resulting negative actions recommended by the Graduate Committee (e.g., loss of assistantship, dismissal from Integrative Biology graduate program) shall be advisory to the Department Head.

Responsibilities: It is the student's responsibility to meet deadlines of the Department and Graduate College. Students are advised to check with the Graduate College for additional requirements (e.g., changes to the Plan of Study, changes to the Advisory Committee, thesis and report format, scheduling of the final examinations). Students are expected to participate in all Departmental activities (e.g., weekly, lunchtime, and special seminars, annual Departmental orientation seminars and any other required training sessions).

Useful Links:

- Graduate College Academic Calendar
<http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Forms
<http://gradcollege.okstate.edu/FormsPage>

Ph.D. Degree Requirements (60-hr and 90-hr plans)

Credit Hour Requirements. Students usually pursue the doctoral degree after completing a M.S. degree (Option 1), but less commonly begin a doctoral program directly following the B.S. degree (Option 2). Only exceptional students with an outstanding undergraduate background will be permitted to follow Option 2. The courses taken to fulfill degree credit hour requirements are listed on the Plan of Study (<https://gradcollege.okstate.edu/planofstudy>). Candidates pursuing Option 1 should not list courses from their M.S. program on the doctoral Plan of Study. The credit hour requirements follow:

Option 1:

1. A minimum total of 60 credit hours.
2. A minimum of 3 seminar classes.
3. A minimum of 15 hours of dissertation (ZOOL 6000).
4. A minimum of 25 hours of 5000 or 6000 level courses or seminars, not including ZOOL 6000.
5. At least 75% of courses (including ZOOL 6000) taken at the 5000-6000 level.

Option 2:

1. A minimum total of 90 credit hours.
2. A minimum of 3 seminar classes.
3. A minimum of 15 hours of dissertation (ZOOL 6000); hours of ZOOL 6000 beyond 60 will not count toward the total of 90.
4. A minimum of 25 hours of 5000 or 6000 level courses or seminars, not including ZOOL 6000.

5. At least 75% of courses (including ZOO 6000) taken at the 5000-6000 level.

*Graduate Teaching Assistants (GTAs) and Graduate Research Assistants (GRAs) must be enrolled in at least 6 credit hours (Fall and Spring) or 2 credit hours (Summer) while they are on assistantship. During the last semester of enrollment when the final defense is administered, students not on assistantships must enroll in at least 2 credit hours.

Advisory Committee: Before 12 months in residence, students must select an Advisory Committee. For students who enter the program during the summer, this 12-month duration starts in August with the beginning of the fall semester. For all other students this 12-month duration starts the first day of the semester in August or January, depending on when the student first started the program. Advisory Committees for Ph.D. students must consist of at least four members of the Graduate Faculty with at least one, the major advisor, from the Department and at least one from outside the department. An adjunct faculty member in the Department can count as a Departmental member.

Advisory Committee Meetings: All graduate students will meet with their Advisory Committee at least once a year until completion of the degree. For students who enter the program during the summer, this 12-month duration starts in August with the beginning of the fall semester. For all other students this 12-month duration starts the first day of the semester in August or January, depending on when the student first started the program.

Plan of Study: A printout of the approved Plan of Study (the original is submitted electronically to the Graduate College here: <http://gradcollege.okstate.edu/planofstudy>) is to be placed in the student's graduate folder before 12 months in residence. For students who enter the program during the summer, this 12-month duration starts in August with the beginning of the fall semester. For all other students this 12-month duration starts the first day of the semester in August or January, depending on when the student first started the program.

Proposal and Dissertation Requirements: The exact format of the project research proposal should be determined by the student and their Advisory Committee. However, at a minimum, the proposal should follow an NSF or EPA-style narrative that clearly explains the research problem to be addressed, provides a review of relevant literature to support the basis for the study, and provides an overview of general methodology. The proposal should not exceed 30 double-spaced pages, not including literature cited.

It is expected that students will prepare drafts of their research proposals to allow sufficient time for review and comment by the major advisor and Advisory Committee. It is also expected that faculty will review and return proposals to students in a timely fashion to allow the established deadlines for submission of the proposal to be met. Proposals should be completed within the first 18 months in residence.

Dissertations: Students must complete an original research project that is worthy of publication in a refereed journal(s) as determined by the student with the approval of his/her advisory committee.

Doctoral Candidacy: Approval of the completed Plan of Study and Research Proposal by the Student's Graduate Advisory Committee advances the student to candidacy for the doctoral degree. The student must submit the "Admission to Candidacy" form to the Graduate College (<http://gradcollege.okstate.edu/forms>) and place a copy in his/her departmental folder.

Comprehensive Exam

Doctoral students must schedule and take the comprehensive exam (both written and oral portions) within 36 months of enrollment in the graduate program. For students who enter the program during the summer, this 36-month duration starts in August with the beginning of the fall semester. For all other students this 36-month duration starts the first day of the semester in August or January, depending on when the student first started the program. The comprehensive exam will be administered by the student's advisory committee and will cover general biological principles as well as the specific research area of the student. Students must demonstrate comprehension of the fundamental principles of evolution and knowledge of the diversity of evidence that supports this unifying theory for the life sciences, and be able to articulate the integrative nature of biological organization. The written portion must be taken and passed before the oral portion can be given. The oral portion should be taken within two weeks of passing the written portion. The doctoral student either passes or fails the written and oral portions as a whole and as the majority of the advisory committee decides. Results of the exam are reported on the departmental "Results of Doctoral Comprehensive Exam" form, with signatures of all members of the student's advisory committee, and placed into the graduate student's folder. Students are allowed two opportunities to pass the comprehensive exam. The second attempt may be scheduled no earlier than four months after the first and must be successfully passed within eight months after a failure.

Graduate Student Folders: All graduate students will have folders ("departmental graduate folders") held in the Integrative Biology office under the supervision of the Administrative Assistant. These folders will be used by the Graduate Committee as necessary to evaluate student progress in the graduate program and will include application materials (except letters of reference), administrative paperwork (e.g., tuition waiver forms), and the following materials to be placed into the folder by the student: training certificates (e.g., Responsible Conduct of Research, IACUC training), current transcripts (updated each semester in which courses are taken; unofficial printouts are acceptable), and as appropriate, the approved Plan of Study, signed research proposal, Admission to Doctoral Candidacy form, Results of the Doctoral Comprehensive Exam form, and any other indicators of progress the student wishes to add to the folder. Students may access their folder at any time by requesting it from the Administrative Assistant.

Annual Review of Graduate Students:

- All Integrative Biology graduate students will be reviewed annually by the Graduate Committee to track progress, ensure timely completion of program and degree requirements, and provide students with a mechanism of review that is efficient, relevant, and instructive.
- Annual review for all graduate students will cover the preceding calendar year (1 January – 31 December), regardless of when the student entered the Integrative Biology graduate program.
- All students will prepare their annual reviews by following the template provided in Appendix III of the Integrative Biology Policy and Procedures Manual (template also can be as a link on the Department of Integrative Biology website, http://integrativebiology.okstate.edu/images/Annual_Review_of_Graduate_Students.pdf).
- **Annual reviews are due no later than the first day of classes each Spring semester.** They are to be submitted by email to the Graduate Coordinator and cc'd to the student's advisor and advisory committee; submitting the annual review in this fashion indicates that the advisor previously has seen and accepts the contents of the student's submitted annual review.

- The Graduate Committee will evaluate the annual reviews in a timely fashion to ensure satisfactory progress is being made and, in consultation with the student's graduate advisor, to call attention to achievements worthy of nomination for award/recognition or, when necessary, deficiencies in need of corrective action. Should corrective actions be required and not taken by the student, any resulting negative actions recommended by the Graduate Committee (e.g., loss of assistantship, dismissal from Integrative Biology graduate program) shall be advisory to the Department Head.

Responsibilities: It is the student's responsibility to meet deadlines of the Department and Graduate College. Students are advised to check with the Graduate College for additional requirements (e.g., changes to the Plan of Study, changes to the Advisory Committee, thesis and report format, scheduling of the final examinations). Students are expected to participate in all Departmental activities (e.g., weekly, lunchtime, and special seminars, annual Departmental orientation seminars and any other required training sessions).

Useful Links:

- Graduate College Academic Calendar
<http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Forms
<http://gradcollege.okstate.edu/FormsPage>

V. SELECTION OF THESIS/DISSERTATION RESEARCH ADVISOR

Graduate student success is largely dependent on a positive mentoring experience with the Advisor working in conjunction with the Advisory Committee. It is important for graduate programs to develop policies and procedures to ensure that every student has a faculty Advisor early and that the mentoring relationship is conducive to a successful graduate education experience. Programs should describe the roles and responsibilities in the advisor-advisee relationship that are consistent with best practices in graduate education (*See Oklahoma State University Guidelines for Best Practices in Graduate Education*).

Advisors

The Advisor's primary responsibility is as a mentor. As a result, it is expected that the Advisor will establish the closest working relationship with the student. The Advisor must hold an appropriate OSU Graduate Faculty appointment, but need not hold an OSU faculty appointment if not serving as Chair. The Advisor guides and counsels the student in the research or scholarly effort, ensuring compliance with applicable research regulations. The Advisor serves as the primary resource for the graduate student in identifying potential committee members for the student's Advisory Committee. The Advisor is responsible for reporting to the Advisory Committee on the student's progress. It is the Advisor's responsibility to mentor the student toward a research, scholarly or creative project that is original and worthy of the degree sought. The Advisor is typically involved in the preparation of scientific or creative presentations, manuscripts for publication, etc. which may be a degree requirement in some graduate programs.

When an advisor leaves the institution

Should a student's Research Advisor leave OSU before the student completes his/her degree, the following steps may be taken after consultation with the Research Advisor and Graduate Program Coordinator:

- For a master's student or doctoral candidate who need only complete their research project to finish the degree, the student may complete the research project under the direction of the original Research Advisor. If the Advisor is also the Chair of the student's Advisory Committee, a new Chair would be appointed. The original Research Advisor can continue as a member of OSU's Graduate Faculty, participate in the student's thesis/dissertation defense, and fulfill his/her obligations to the student.
- For a master's or doctoral student (defined as not having met the requirements for doctoral candidacy) who is in the early stages of their program and research project, he/she may choose a new Advisor and start a new research project.
- A student may also choose to transfer to the advisor's new educational institution.

If a student is unable to secure a new Advisor in 30 calendar days, there is no obligation on the part of the program, Graduate College or Oklahoma State University to provide a new one. Without an Advisor the student will not be eligible to continue in the graduate program.

When a student and faculty advisor can no longer work together

Student-Advisor Relationship: When it is determined that a graduate student and Advisor can no longer work together, and all efforts for conflict resolution within the program have been exhausted, it is the responsibility of the student to identify a new Advisor or change to another degree option or program. The Graduate Program Coordinator can assist with this process, but Oklahoma State University is under no obligation to provide the student a new Advisor. If a new Advisor cannot be identified in 30 calendar days, the student will no longer be eligible to continue in the graduate program.

Important Links:

- Graduate Faculty Database:
<https://gradcollege.okstate.edu/faculty-and-staff-resources>
- Oklahoma State University Guidelines for Best Practices in Graduate Education
<https://gradcollege.okstate.edu/best-practices>
- Best Practices: Advisory Committees and Defenses
<https://gradcollege.okstate.edu/best-practices>

VI. THE ADVISORY COMMITTEE

The Advisory Committee actively participates in the education and training of graduate students. This includes sharing responsibility for reviewing the student's progress and guiding the student toward completion of their program requirements.

Before 12 months in residence, students must select an Advisory Committee. For students who enter the program during the summer, this 12-month duration starts in August with the beginning of the fall semester. For all other students this 12-month duration starts the first day of the semester in August or January, depending on when the student first started the program. Advisory Committees for M.S. students must consist of at least three members of the Graduate Faculty with at least one, the major advisor, from the Department. An adjunct faculty member in the Department can count as a Departmental member. Advisory Committees for Ph.D. students must consist of at least four members of the Graduate Faculty with at least one, the major advisor, from the Department, and one member from outside the department. An adjunct faculty member in the Department can count as a Departmental member.

All graduate students will meet with their Advisory Committee at least once a year until completion of the degree. For students who enter the program during the summer, this 12-month duration starts in August with the beginning of the fall semester. For all other students this 12-month duration starts the first day of the semester in August or January, depending on when the student first started the program.

Roles, Responsibilities and Qualifications of the Chair and Advisory Committee Members:

Chair: The primary responsibility of the Chair of a graduate student's Advisory Committee is to monitor the progress of the student toward degree completion. The Chair is commonly the research Advisor, but this is not a requirement. The Chair must have a strong familiarity with the academic requirements appropriate to the degree sought. The Chair must hold an appropriate OSU Graduate Faculty appointment, typically a tenure-track appointment in the academic unit in which the graduate degree is housed. The Chair's duties include convening meetings of the Advisory Committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the Plan of Study and thesis/dissertation submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. If the Chair is not also the Advisor, the Chair should serve as a liaison with the Advisor with regard to progress of research in fulfillment of degree requirements.

(Continued on the following page)

Expert Committee Member(s): The Advisory Committee must include at least one Expert Member whose expertise and counsel serve the graduate student in attaining the research, scholarly, creative or professional preparation goal that is worthy of the degree sought. Expert Members must hold an appropriate OSU Graduate Faculty appointment. Typically, such individuals are faculty members in the student's graduate program. An Expert Member's responsibilities include guiding the research, scholarly or creative activities throughout the process, approving the Plan of Study, reviewing draft documents, attending regular meetings of the Advisory Committee, and interacting regularly with Advisory Committee members to facilitate and monitor degree completion progress.

Outside Committee Member: The Advisory Committee must also include one *Outside Member* who serves as the representative of the Graduate College and ensures a high level of integrity in the processes that the Advisory Committee utilizes to review and evaluate the student throughout the graduate program. The Outside Member must be a member of the OSU faculty and Graduate Faculty. The Outside Member must not be a faculty member from the academic unit or graduate program of either the graduate student, Advisor or the Chair of the Advisory Committee. The Outside Member ensures that appropriate academic standards are applied in evaluating the student, and that the student is dealt with in a fair manner consistent with OSU policies. The Outside member also provides expert advice when appropriate to the student in the conduct of research and writing of the dissertation.

Selection of Advisory Committee Members: Recommendation of Advisory Committee members should be a collaborative activity between the graduate student and their Advisor and/or Committee Chair. Although the student has the ultimate responsibility for recommending his/her Advisory Committee membership, his/her Advisor is a valued resource that can provide insight that will help the student make informed decisions. The student should meet with potential Advisory Committee members prior to recommending them to better understand their experience, availability, mentoring style and willingness to serve as an Advisory Committee member.

Useful Links:

- Best Practices: Advisory Committees and Defenses: <https://gradcollege.okstate.edu/best-practices>
- Plan of Study Workshops: <https://gradcollege.okstate.edu/pos-workshops>
- Plan of Study Portal: <http://gradcollege.okstate.edu/planofstudy>
- Graduate Faculty Database: <http://gradcollege.okstate.edu/faculty-and-staff-resources>

VII. THESIS/DISSERTATION AND DEFENSE

At the end of their studies, students pursuing an M.S. or Ph.D. degree are required to present a public seminar and complete a successful defense of their thesis/dissertation to their advisory committee. In their defense, M.S. students (because they do not have a comprehensive exam) will demonstrate comprehension of the fundamental principles of evolution and knowledge of the diversity of evidence that supports this unifying theory for the life sciences, and be able to articulate the integrative nature of biological organization. All members of the advisory committee should anonymously complete the forms for Graduate Assessment Rubric 1 (for M.S. students) and Rubric 2 (for M.S. and Ph.D. students), available on the Integrative Biology website (<http://integrativebiology.okstate.edu>), and submit them to the Unit Assistant immediately after the defense. Students (M.S. and Ph.D.) have two opportunities to pass the defense; a second defense may not be scheduled earlier than 2 months or later than 4 months after a failure.

For the M.S. thesis or the Ph.D. dissertation, students complete an original research project that is worthy of publication(s) in a refereed journal(s) as determined by the student with the approval of his/her advisory committee. Typically, M.S. theses yield 1-2 publications and Ph.D. dissertations yield 2-3 publications (with separate chapters in the thesis/dissertation leading to separate publications), but these yields can be highly variable based on numerous factors and should not alone be used to judge the final quality of the thesis/dissertation.

Useful Links:

- Checklist for Doctoral Students:
<http://gradcollege.okstate.edu/doctoral-checklist>
- Checklist for Masters Students:
<http://gradcollege.okstate.edu/masters-checklist>
- Thesis/Dissertation Templates:
<http://gradcollege.okstate.edu/content/thesis-and-dissertation-templates>
- Best Practices: Advisory Committees and Defenses
<https://gradcollege.okstate.edu/best-practices>

VIII. PROGRAM POLICIES: ACADEMIC PERFORMANCE

Purpose: This section should make explicit program expectations regarding academic performance. A description of academic performance expectations is provided along with a definition of what constitutes satisfactory progress. Policies regarding satisfactory progress and the annual review of graduate students should be specified. This section will also specify the program's policies regarding probation, extensions, dismissals, and appeals.

Policy Recommendations:

- Programs will develop policy describing the role and responsibilities of the graduate student, faculty advisor/chair and advisory committee in the annual review process ([Templates on Graduate Faculty D2L site](#)).
- Programs should develop policy limiting the number of grades of "C" or lower and outstanding incomplete grades a student can have on his/her transcript ([Catalog Ref](#)).
- Policy related to probation, dismissals, and extensions should be articulated ([Catalog Ref](#)).

Information to Include:

- Provide an inventory list of the typical documents found in a student's file.
- Define what is considered "satisfactory progress".
- Provide information about the annual review process, including the purpose/function of the annual review, the information to be collected, how it is collected, who reviews the information, and how feedback is provided to students.
- Provide criteria used for probation or dismissal from the program due to academic deficiencies, including a defined cumulative GPA, number of grades below a "C", number of failed attempts to pass qualifying or comprehensive exams.
- Explain the policy for grading comprehensive/qualifying exams and the policy for remediation in the student fails the exam or part of the exam.
- Inform the students of their right to appeal and due process if dismissed due to failure to maintain academic stands. (*Suggested text provided.*)
- Notice of Graduate College Leave of Absence Policy
- Explain the procedures for requesting an extension and the requirements for an extension when there has not been a reasonable rate of progress.

Dismissal from the Graduate Program: Graduate students may be dismissed from their program for failure to meet academic standards. In such instances, the students will be notified of the intent to dismiss and informed of their rights for due process and appeal (*See section XII. Appeals Processes*). If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

Important Links:

- Academic Calendar: <https://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Graduate Student Appeals: <https://gradcollege.okstate.edu/content/appeals-policy>
- Leave of Absence Policy: <https://gradcollege.okstate.edu/leave-of-absence-policy>

IX. PROGRAM POLICIES: INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

Purpose: Integrity in research and creative activities is founded on sound disciplinary practices and a commitment to basic values, including honesty, fairness and respect. Students learn to value professional integrity and standards of ethical behavior through interactions with faculty who are modeling this behavior. This section should state the program's expectations for responsible conduct of research and creative activities of graduate students and present explicit criteria for dismissal when there are documented cases of research misconduct, dishonesty, and violation of professional standards.

Policy Recommendations:

- The program will develop a mechanism for communicating standards of professional integrity and responsible conduct of research appropriate for the discipline.
- Programs will inform students of the policies and procedures related to the use of human subjects and animals in research, biosafety as well as the appropriate use of radiation and laser technology.

Information to Include:

- Provide instruction on how to obtain approval from the Institutional Review Board, Institutional Animal Care and Use Committee, Biosafety Committee, Radiation Safety Committee, and the Laser Safety Program as appropriate.
- Provide a professional code of ethics appropriate to the discipline.
- Inform students about the RCR training provided through the Collaborative Institutional Training Initiative (CITI) and/or college-approved courses.
- Provide explicit criteria for what constitutes a violation of professional standards. Expectations regarding professional conduct should be set based upon accepted disciplinary standards and when appropriate by standards established by external accrediting agencies.
- Provide explicit criteria for dismissal from the program due to unethical or dishonest behavior while engaged in research, scholarly or creative activities. (*Suggested text provided.*)

Dismissal from the Graduate Program: Graduate students may be dismissed from their program for academic integrity violations, student misconduct or behavior that is deemed an egregious violation of professional behavior. In such instances, the student will be informed by the program of the intent to dismiss and their right for due process and to appeal. If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

Important Links:

- Responsible Conduct in Research Overview:
<http://compliance.okstate.edu/rcr/rcr-index>
- RCR Core Subject Areas:
<http://compliance.okstate.edu/rcr/core-subject-areas>
- RCR Training:
<http://compliance.okstate.edu/rcr/training>
- RCR Policy:
<https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Requirements%20for%20Training%20in%20the%20Responsible%20Conduct%20of%20Research.pdf>
- Appropriate Use of Human Subjects in Research:
<http://compliance.okstate.edu/irb/irb-index>
- Appropriate Use of Animals in Research:
<http://compliance.okstate.edu/iacuc/iacuc-index>
- Biosafety Program:
<http://compliance.okstate.edu/ibc/ibc-index>
- Radiation Safety Program:
<http://compliance.okstate.edu/rso/rso-index>
- Laser Safety Program:
<http://compliance.okstate.edu/lso/lso-index>
- Professional Society Links Related to Professional Conduct:

X. STUDENT CONDUCT AND CONFLICT RESOLUTION

Purpose: This section should make explicit expectations for professional student conduct and guidelines for conflict resolution between graduate students and their advisor or advisory committee. The faculty advisory-graduate student relationship is deemed so important that programs should give special attention to resolving these conflicts as soon as possible. The preferred place for conflict resolution to occur is within the program or academic unit. This section of the handbook should also include information related to the process for handling grievances should a resolution not be reached at the program level.

Policy Recommendations:

- Programs will establish policies and procedures for the resolution of conflict between a graduate student and his/her faculty advisor or advisory committee. These procedures will be communicated to each graduate student upon entrance to the program. Graduate Program Coordinators typically play a substantial role in resolving conflicts.
- The program will establish procedures for the timely change of the faculty advisor or advisory committee members when this change would serve the progress of the graduate student.

Information to Include:

- Provide explicit expectations for graduate student's professional behavior and criteria for dismissal or sanctions for failure to display such behavior. At the very least, expectations for graduate students should be in line with the OSU Student Code of Conduct but programs are encouraged to provide more explicit expectations of professional conduct appropriate for the discipline.
- Provide guidelines for dealing with conflicts between students and faculty.
- Describe the program's procedures for handling grievances and appeals.
- Include a clear personnel structure for conflicts that escalates (e.g., Graduate Program Coordinator/Committee, Unit Head, Graduate Dean).

Important Links:

- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- Graduate Student Appeals Policy:
http://gradcollege.okstate.edu/sites/default/files/appeals_policy.pdf
- Professional society links related to professional conduct

XI. APPEALS PROCESS

Purpose: All students should receive proper notification, have the right to be heard, the right to appeal and the right to due process. Programs should provide a section in their handbook that describes the appeals process for academic-related and student conduct-related issues. It is important to distinguish the difference between the academic integrity appeals process, grade appeals in nonresearch-related courses, student conduct, and other appeals of education-related issues. For example, grade appeals, and academic integrity appeals are governed by university policies and procedures that apply to all students, undergraduate and graduate. While appeals processes are in place at the University and Graduate College level, these are intended to be used as a last resort. Graduate programs should develop their own appeals process in effort that most issues can be resolved at that level.

In addition, an appeal may be initiated by an impending graduate program action or by the student. In the case of a potential program action, the program must provide proper notification to the student about the impending action and inform the student about the process for the appeal. This is usually in the form of a printed letter and/or email. While email is an official communication of the University, it is also recommended that a printed letter be provided. For final dismissals, sending a letter with a “signature upon receipt” may be desirable. The appeals process should include the time frame (typically 10 calendar days), content, and information about who will hear the appeal. Most graduate program appeals processes will include two levels of appeal (e.g., graduate program committee and unit head) within the academic program prior to an appeal to the Graduate College under the *OSU Graduate Student Appeals Policy*. An example of a student-initiated appeal process is described in Appendix B.

Policy Recommendations:

- Develop a process through which students can appeal issues related to grades in research-related courses, satisfactory academic progress to dismissal within their own program. This process should specify who hears these appeals (e.g., graduate program committee, graduate faculty committee or graduate coordinator) and the timeline for filing an appeal. *See Appendix B for an example of a program appeals process.*
- Appeals should include at least one faculty member or committee, followed by the unit head, prior to the *OSU Graduate Council Appeals* process being entered.

Information to Include:

- Provide a statement of graduate students’ rights.
- Describe the resolution process for accusations involving Academic Integrity and indicate where additional information about the appeals process can be found (P&P, 2-0822).
- Describe the process for nonresearch course grade appeals (Grade Appeals Board, P&P, 2-0821) and other appeals of non-academic integrity education issues (Graduate Student Appeals Process). Indicate where additional information can be found related to these appeals processes.
- Clearly indicate the point at which the decision is considered final.

Important Links:

- Graduate College Best Practices in Graduate Education
<https://gradcollege.okstate.edu/best-practices>
- Graduate Student Appeals Policy:
<http://gradcollege.okstate.edu/content/appeals-policy>
- Grade Appeals Policy:
<https://academicaffairs.okstate.edu/content/grade-appeals-board-policies-procedures>
- Academic Integrity Policy:
<http://academicintegrity.okstate.edu/>
- Student Conduct:
<https://studentconduct.okstate.edu/code>

XII. ASSISTANTSHIP AND FELLOWSHIP POLICIES

Purpose: This section should make explicit how graduate research and teaching assistantship are awarded, expectations concerning assistantship responsibilities and performance, and how performance will be evaluated.

Policy Recommendations:

- Provide a mechanism to inform all graduate students about their health insurance, tuition waiver forms, etc.
- Programs should provide policies related to outside work for pay. Please note, it may not be possible to place significant restrictions on the work a graduate student does outside the University. Please seek legal counsel for such policies prior to implementing them. Typically, there is a statement discouraging outside work for student on an assistantship and requires such arrangements should be discussed with the student's advisor in advance.
- Programs should have policy for students on assistantships regarding holidays and annual leave.
- Basis of renewal and review and an appeals process.

Information to Include:

- Explaining the criteria for awarding, renewing, and terminating graduate assistantships, including length of eligibility, minimum course loads, and the process of performance evaluation.
- Explain the general responsibilities of graduate assistants/associates, and the type of supervision and support they will receive in completing these responsibilities.
- Include general stipend information (e.g., assistant vs. associate).
- Provide information to graduate students about the required tuition waiver form that needs to be filed each semester.
- Explain the English-language proficiency requirements for international students.
- Explain the policy for graduate assistant leave and expectations about vacations and attending professional meetings.
- Explain procedures concerning the use of program or departmental resources such as office space, computers, copy machines, office supplies, keys, labs, mailboxes, travel funds.
- Explain the program expectations regarding participation in teaching workshops or faculty development opportunities through Institute of Teaching and Learning Excellence.

Important Links:

- Graduate Assistantships: <http://gradcollege.okstate.edu/assistantship>
- International Teaching Assistant Test: <https://gradcollege.okstate.edu/ita>
- Fall/Spring/Summer Enrollment Guidelines: <https://gradcollege.okstate.edu/enrollment>
- Student Health Insurance: <http://uhs.okstate.edu/student-health-insurance-plan>
- Tuition Waiver Forms: <http://gradcollege.okstate.edu/FormsPage>

XIII. CRITICAL SKILLS ACQUISITION:

Purpose: Graduate programs should emphasize the critical skills students are expected to acquire during the course of their training and the level of mastery. While students may be introduced to many of these skills in the context of a course, it is important to emphasize that most of these competencies require refinement that occurs outside of the traditional classroom setting. This section of the handbook should provide students with an understanding of the critical skills that they are expected to acquire, opportunities to sharpen those skills and the level of proficiency they are expected to achieve.

Policy Recommendations:

- Policy should be developed related to skills that are required for successful completion of the training program, including how these skills will be assessed and opportunity for remediation.

Information to Include:

- Specify the level of mastery of analytical or laboratory-based skills that students are expected to achieve by the time they complete the program.
- Clearly describe expectations for students related to the command of the existing literature in their field and ability to develop focused research questions.
- Describe the presentation skills (i.e., oral, written or otherwise) that students are expected to acquire by the time they complete the program, including presentations to professionals within their field, the general public, and the “elevator” (i.e., 3 min) speech.
- Specify the opportunities students will have during their training to develop and refine these oral presentations skills.
- Describe the skills in grant writing that students should expected to acquire during the course of their training and potential opportunities to enhance their skills.

Important Links:

- 3 Minute Thesis:
<https://gradcollege.okstate.edu/content/2016-osu-3mt%C2%AE-college-competition-schedule>
- Grant Writing Courses, Seminars and Workshops:
<http://ucpd.okstate.edu/resources/writing>

XIV. DEPARTMENT/COLLEGE/UNIVERSITY RESOURCES

As stated at the beginning of this handbook, resources found herein should be helpful to students and advisors alike. In this chapter, we have rounded up a comprehensive list of resources that are available through Integrative Biology, the Graduate College, as well as the University. Please keep in mind, as always, to ask for help if you are looking for something you cannot find. Your fellow students, faculty advisor, graduate coordinator and/or program staff can be helpful resources. If you have read this far, congratulations! 😊

Department or Graduate Program:

- Department of Integrative Biology: <http://integrativebiology.okstate.edu/>
 - Policy and Procedures Manual: <http://integrativebiology.okstate.edu/images/PP%20Manual%20November%202016>
- Zoology Graduate Student Society (ZoGSS): <http://integrativebiology.okstate.edu/graduate-program/zogss>

Graduate College:

- Graduate College: <http://gradcollege.okstate.edu/>
- OSU Catalog: <https://registrar.okstate.edu/University-Catalog>
- Academic Calendar: <https://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Fall/Spring/Summer Enrollment Guidelines: <https://gradcollege.okstate.edu/enrollment>
- Graduate Assistantships: <http://gradcollege.okstate.edu/assistantship>
- Graduate College Academic Calendar: <http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Graduate Degree/Certificate Programs: <http://gradcollege.okstate.edu/degree>
- Graduate Faculty Database: <https://gradcollege.okstate.edu/content/faculty-staff-resources>
- Graduate Student Appeals Policy: <http://gradcollege.okstate.edu/content/appeals-policy>
- Graduate and Professional Student Government Association (GPSGA): <http://gpsga.okstate.edu/>
- Graduate College Forms: <http://gradcollege.okstate.edu/FormsPage>
- Graduate Student Appeals: <https://gradcollege.okstate.edu/content/appeals-policy>

- Graduation Checklist (Doctoral Degree): <http://gradcollege.okstate.edu/doctoral-checklist>
- Graduation Checklist (Master's Degree): <http://gradcollege.okstate.edu/masters-checklist>
- International Teaching Assistant Test: <https://gradcollege.okstate.edu/ita>
- Leave of Absence Policy: <https://gradcollege.okstate.edu/leave-of-absence-policy>
- OSU Guidelines for Best Practices in Graduate Education: <http://gradcollege.okstate.edu/bestpractices>
- OSU Best Practices: Advisory Committees and Defenses: <https://gradcollege.okstate.edu/best-practices>
- Test of English Language Proficiency: <http://gradcollege.okstate.edu/telp>

University:

- Career Services: <http://www.hireosugrads.com/StudentsAlumni/>
- Edmon Low Library: <http://www.library.okstate.edu/>
- Family Resource Center: <http://www.reslife.okstate.edu/frc/>
- Health Insurance (Student): <http://uhs.okstate.edu/student-health-insurance-plan>
- Information Technology: <http://www.it.okstate.edu/>
- Institute for Teaching and Learning Excellence: <http://itle.okstate.edu/>
- International Student and Scholars Office: <http://iss.okstate.edu/>
- International Students Arrival and Orientation: <http://iss.okstate.edu/arrival-orientation>
- Office of Multicultural Affairs: <http://icae.okstate.edu/>
- OSU High Performance Computing Center: <http://hpc.it.okstate.edu/>
- OSU Writing Center: <http://osuwritingcenter.okstate.edu/>
- Residential Life: <http://www.reslife.okstate.edu/>
- Responsible Conduct Research Training: <http://compliance.okstate.edu/rcr/training>
- OSU Research Compliance:

- Appropriate Use of Human Subjects in Research: <http://compliance.okstate.edu/irb/irb-index>
- Appropriate Use of Animals in Research: <http://compliance.okstate.edu/iacuc/iacuc-index>
- Biosafety Program: <http://compliance.okstate.edu/ibc/ibc-index>
- Radiation Safety Program: <http://compliance.okstate.edu/rso/rso-index>
- Laser Safety Program: <http://compliance.okstate.edu/lso/lso-index>
- Seretean Wellness Center: <http://wellness.okstate.edu/>
- Services for Students with Disabilities: <http://sds.okstate.edu//>
- Student Affairs: <https://studentaffairs.okstate.edu/>
- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- The OSU Student Union: <http://union.okstate.edu/>
- University Counseling Services: <http://ucs.okstate.edu/>
- University Health Services: <http://uhs.okstate.edu/>
- University Parking Services: <http://www.parking.okstate.edu/>

APPENDIX A: SURVIVAL SKILLS FOR GRADUATE STUDENTS

As described in the introduction of this handbook template, graduate school represents a new educational experience. Students are faced with a large amount of complex information and are expected to be more independent. Graduate school can be a stressful experience for students. Programs are encouraged to provide information for their students to help them not only survive but thrive in the in graduate school. A few examples are provided below. In addition to the resources that programs may have that are discipline specific, the Graduate College provides a list of resources that will be available on the graduate faculty D2L website. (Graduate faculty can access this website by logging on to D2L and changing their role from “faculty” to “student”.) Programs are encouraged to visit this website and incorporate materials into this section of their handbook.

- **UCLA Graduate School Survival Guide:** <https://grad.ucla.edu/asis/library/survivalguide.pdf>

- **PhDs.org Succeeding in Graduate School:**
 - **How to Succeed in Graduate School: A Guide for Students and Advisors**
<http://www.csee.umbc.edu/~mariedj/papers/advice.pdf>

 - **What Predicts Graduate School Success:**
<http://www.apa.org/gradpsych/2012/09/cover-success.aspx>

 - **Ten Simple Rules for Graduate Students:**
<http://chem.virginia.edu/graduate-studies/test-links-pg/how-to-succeed-as-a-graduate-student/>

 - **Your First Year in a Ph.D. Program:**
<http://chronicle.com/article/Your-First-Year-in-a-PhD/142953/>

 - **Graduate School Survival Guide:** <https://grad.ucla.edu/asis/library/survivalguide.pdf>

 - **The Successful Graduate Student: A Review of the Factors for Success:**
<http://www.aabri.com/manuscripts/10569.pdf>

- **A Brief Survival Guide for New Graduate Teaching Assistants at UNC Charlotte:**
<http://teaching.uncc.edu/learning-resources/articles-books/best-practice/teaching-research-assistants/survival-guide-new-tas>

APPENDIX B: SAMPLE GRADUATE PROGRAM APPEALS PROCESS

Overview: The purpose of this procedure is to provide current graduate students in the _____ Graduate Program the opportunity to resolve complaints about dismissal from the program, placement on probation, recommended denial of readmission to the program, and other administrative or academic decisions that terminate or impede a student's progress toward their academic or professional degree goals.

Process: The student is required to provide written notification of appeal to the graduate program coordinator within 14 calendar days of the precipitating event that is the subject of the appeal. If the Graduate Program Coordinator is an involved party, the student should seek advice from the unit head or associate dean of graduate studies in their disciplinary college. Notification should include, information on the circumstances of the appeal, specific issues involved, and the remediation action sought. The document should be no more than two pages. Within 7 calendar days of receipt of the notification, any involved parties within the program (e.g., faculty or staff) will be notified and provided a copy of the appeal. The graduate program's appeals committee will be convened to hear the appeal within a reasonable amount of time, usually 30 days (*see note below*). At the hearing, the student will have the opportunity to present their case and the same time would be allowed for counterarguments, if warranted. Questions may be asked of either party by members of the appeals committee. At the end of this hearing, the program's appeals committee will deliberate, and their decision will be considered final at the program level. The student will be notified in writing of the decision and their right to appeal to unit head, followed by the Dean of the Graduate College, if they so choose.

Enrollment: Throughout the appeal process the student is allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other matriculated graduate student in the program. Continued enrollment is not required to appeal within the allowed timeframes.

Appeals Committee: The make-up of the graduate program's appeals committee should be noted here – some programs use their established Graduate Program Committee for all student appeals. In programs that do not have a designated appeals committee, the appeals process should specify the members of the Graduate Faculty who will consider the appeal. For example, this may be an ad-hoc committee appointed by the Graduate Program Coordinator or unit head or it may include all members of the Graduate Faculty in the program.

Deadlines: Unless stated otherwise, all deadlines are by 5:00 pm central time on the day of the deadline or the next regular business day (Monday–Friday) when the deadline falls on a weekend (Saturday–Sunday) or OSU official holiday, such as Labor Day. Time frames and deadlines that extend beyond the end of the academic terms (fall and spring semesters and summer sessions) are handled at the discretion of the Graduate Program Coordinator.

APPENDIX C: PROFESSIONAL SOCIETIES

Introducing graduate students to the professional societies within their discipline is an important aspect of their training. Student membership provides a cost-effective means of beginning to reap the benefits of such organizations, including access to journals and other sources of information, the ability to develop professional networks outside of their institution, and may be important in maintaining professional credentials. Graduate students should be provided with information and links to the different professional organizations within their discipline at the local state, region and nation/international levels. When there is more than one professional organization, students should be encouraged to discuss with their advisor most the appropriate society based on their interests and goals.

APPENDIX D: TRAVEL TO PROFESSIONAL MEETINGS

Providing graduate students with information related to travel in the graduate handbook can be an effective and time-saving means communicating the basic information. It should be specified that all travel must be pre-approved by the research advisor or chair of the committee and is contingent on the availability of funds. Key aspects of the travel process are listed below:

- Submitting an out-of-state or in-state travel request form (sample forms may be provided)
- Approval process for travel and for funding
- Making travel arrangements (airline, driving, parking, taxi, train or bus, turnpike tolls etc.)
- Registering for the conference or meeting
- Housing accommodations and meals
- Required documents for reimbursement (sample form may be provided)
- Travel reimbursement programs, such as GPSGA Travel Awards